



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002
West Sacramento, CA 95798-9002
(916) 322-4000
www.bsis.ca.gov



APPLICATION FOR ALARM COMPANY AGENT

ALL FEES ARE NON-REFUNDABLE

IMPORTANT INSTRUCTIONS:

Read all instructions contained in this application including information on reverse side of this page.

TO EXPEDITE YOUR APPLICATION, FOLLOW THE STEPS BELOW.

- 1. Complete an Alarm Company Agent Live Scan form...
2. With three copies of the completed Alarm Company Agent Live Scan form...
3. Pay the Live Scan Operator: \$32.00 DOJ Fingerprint Processing Fee, \$19.00 FBI Fingerprint Processing Fee. TOTAL: \$51.00

In addition, you must pay the Live Scan Operator the Live Scan site processing fee. The fee is set by each Live Scan site and may vary. The Bureau does not set the fee.

- 4. Submit the following to the Bureau:
(a) The completed Alarm Company Agent application.
(b) The second copy of the Alarm Company Agent Live Scan form...
(c) A check or money order for: \$17.00 Initial Alarm Company Agent Application Fee. TOTAL: \$17.00

PLEASE PRINT OR TYPE

Form with fields for Name, Social Security Number, Date of Birth, Home Address, Home Telephone, Employer Work Telephone, Employer Name, Employer License Number, Employer Work Address, and a declaration section.

## **INFORMATION ABOUT APPLICATION ALARM COMPANY AGENT**

Every person employed by a licensed alarm company operator to provide services must have a temporary registration or a registration issued by the Bureau of Security and Investigative Services (BSIS).

Every alarm company agent employed by an alarm company operator who carries a firearm must possess an exposed firearm permit issued by the BSIS.

### **A FIREARM MAY NOT BE CARRIED WITH A TEMPORARY REGISTRATION.**

**IF YOU HAVE BEEN CONVICTED OF A CRIME, A TEMPORARY REGISTRATION CANNOT BE ISSUED TO YOU AND YOU CANNOT BE ASSIGNED TO WORK UNTIL YOU RECEIVE A REGISTRATION FROM THE BUREAU. (Business and Professions Code Section 7598.7 (b))**

Alarm company agents who respond to alarm systems must complete a course in the Exercise of the Power to Arrest. Evidence of completion of the Power to Arrest course shall be maintained in the licensee's employee records and made available to the Bureau upon request.

Be sure to answer **all** questions completely and truthfully. Any omission or false statement on the application may constitute grounds for denial or subsequent revocation of the registration.

A registration may be denied to any person who makes a false statement or who has been convicted of any crime or act substantially related to the functions or duties of an alarm company agent. However, the Bureau will consider evidence of rehabilitation.

Upon completion of the application, remove the temporary registration (pink copy) and keep it on your person as evidence that you have submitted an application for an alarm company agent. You **CANNOT** be issued a temporary registration if you have been convicted of a crime (see above). This temporary registration expires 120 days from the date signed unless extended by the Director of the Department of Consumer Affairs.

### **NOTICE TO EMPLOYER: DO NOT ISSUE ANOTHER TEMPORARY REGISTRATION IF THIS HAS EXPIRED.**

Upon issuance of a registration you must notify the Bureau of any change of address within 30 days of the change (Business and Professions Code section 7599.59). If you do not, you may be assessed an administrative fine. Pursuant to Business and Professions Code section 7598.17, a registration shall not be renewed until all fines have been paid.

Per California Civil Code, Section 1798.17 (Information Practices Act), the Chief of the Bureau is responsible for maintaining the information in this application. This information may be transferred to other governmental and enforcement agencies, unless the records are exempt by section 1798.40 of the Civil Code.

### **LIVE SCAN FINGERPRINTING**

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses.

Live Scan is easy to use. Simply go to the nearest Live Scan station to have your fingerprints submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Pay the Live Scan operator the \$32 DOJ fingerprint processing fee and the \$19 FBI fingerprint processing fee, as well as the Live Scan site fee. If you are applying for a firearm permit, you will be required to pay the \$28 DOJ Firearms Eligibility Application (FEA) processing fee at the site.

NOTE: The fee set by each Live Scan site varies. The Bureau does not set the price.

### **LIVE SCAN SITES AND FORMS**

You may visit the Bureau's web site at "[www.bsis.ca.gov](http://www.bsis.ca.gov)" to link to the Live Scan sites and/or Live Scan form. You may also call the Bureau at 916-322-4000 to request a form and/or a referral to a Live Scan site in your area.